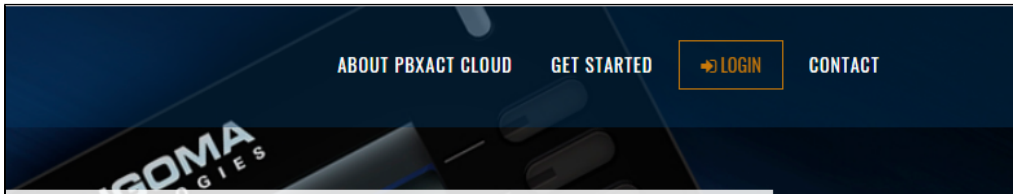


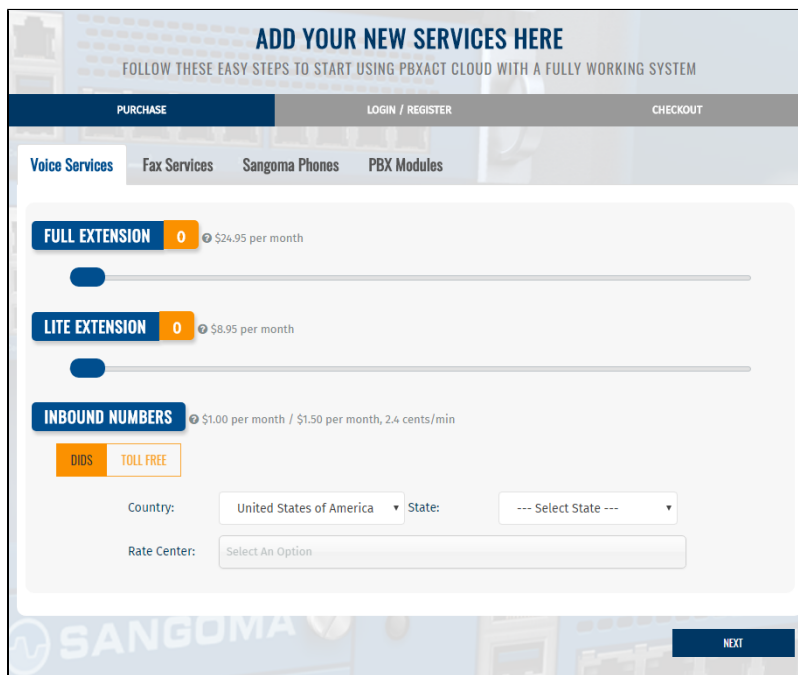
# Signup and Purchase Process

- Open up a web browser to <https://cloud.pbxact.com>
- Click on GET STARTED

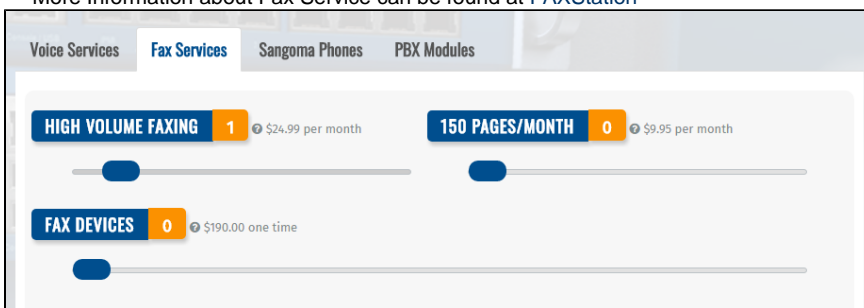


- Select Services to purchase (Full Extension includes 1 public inbound/outbound call path).
  - Note that if you are unsure of the definition of Full and Lite Extensions, please see [Difference between Full Extension and Lite Extension](#)

\*\*You must purchase one phone number for e911 purposes.



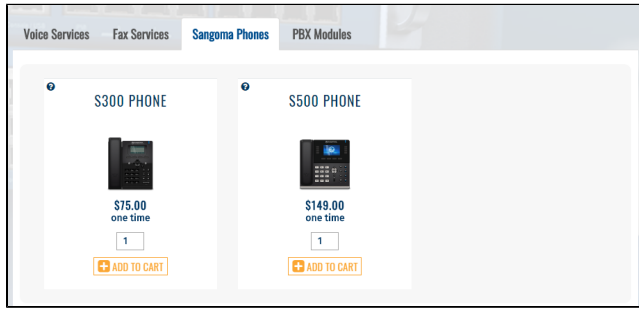
- Clicking NEXT will walk you through selecting additional services
- Select any Fax Service you desire
  - \*\* More Information about Fax Service can be found at [FAXStation](#)



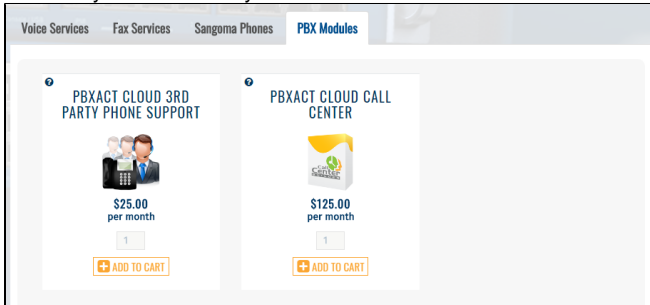
- Select any Sangoma Phone you would like to add to your order.

\*\* Note that you can now rent phones from Sangoma under 1 year or 3 year savings plans - for more details please visit <https://www.sangoma.com/phone-rental/>

\*\* More information about Sangoma's Full line of Phone products can be found at [Phone Specs](#)



- Select any PBX Modules you would like to add







- If you are a returning Cloud.PBXact.com customer simply login. If you are new please click CREATE ACCOUNT.

A screenshot of a login and registration form. The form has two tabs: 'LOGIN' and 'NEW USER'. The 'NEW USER' tab is selected. The form contains several input fields: 'Business Name', 'First Name', 'Last Name', and 'Email address'. There are also checkboxes for 'Remember Me' and 'I agree to the Terms and Conditions'.

- Submitting will take you the payment page and the option to choose a Cloud Plan and save money (note: Savings Plans only available for *new* accounts/customers at this time).

A promotional banner for PBXACT Cloud Savings Plans. The banner has a blue header with the text 'PBXACT CLOUD SAVINGS PLANS AVAILABLE'. Below the header, there is a paragraph of text: 'Good news! Your cart has items that are available at a reduced price if you select one of our Savings Plans. To find out about the Plans you are eligible for, click the "Read More" button.' To the right of the text is an image of a pen and a document with a signature line. At the bottom center of the banner is a blue button with the text 'READ MORE'.

- Click **SUBMIT ORDER** to complete and start setup

**PAYMENT DETAILS**    

What address would you like to use

**NEW ADDRESS** **PBX ADDRESS** ORGANIZATION ADDRESS

Name on card

Card number

Expiration date   CV code

Address

2414 Industrial Drive Unit D

Country

United States of America

State

Wisconsin

City

Neenah

Zip/Postal Code


54956

**SUBMIT ORDER**

- Your PBX is now being created and set up. The status will update through the following cycles:

Thanks for your purchase! Order placed successfully

We are currently working on your system. This process could take from 1 to 4 minutes. A button to access your system will be display when we complete the process



**System Current Status: PROVISIONING**

**System Current Status: PERFORMING FIRST BOOT**

- Once everything is configured, you will be prompted with a **Go To Your PBXact Cloud** button which will take you into the PBXact Cloud Store and Service section.

Thanks for your purchase! Order placed successfully

We are currently working on your system. This process could take from 1 to 4 minutes. A button to access your system will be display when we complete the process

[GO TO YOUR PBXACT UCC](#)